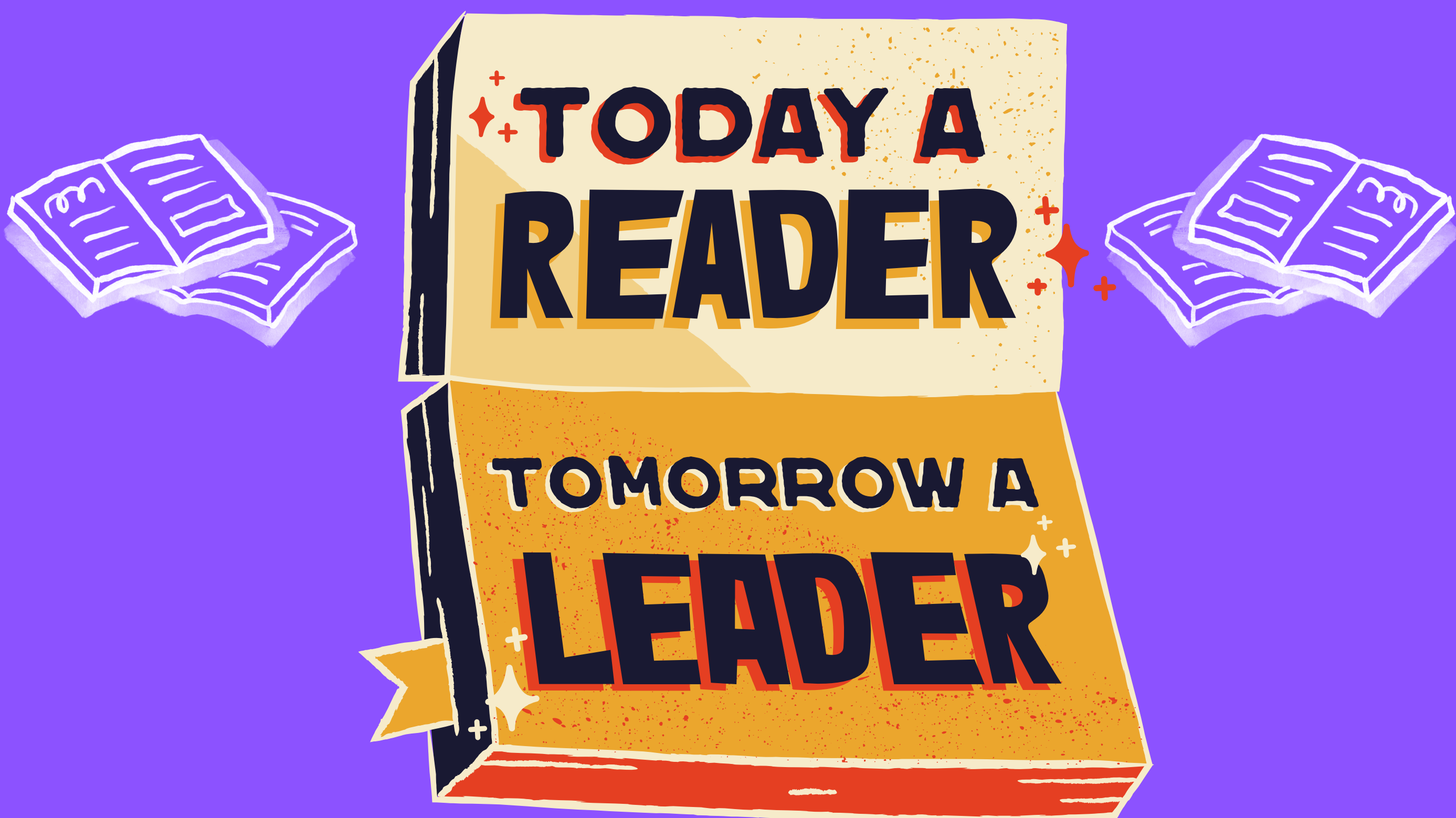


A MCQ SERIES MASTER E-BOOK
BY SAKET SHARMA

BLIE-227



Q122: What is the main purpose of the Anglo-American Cataloguing Rules 2, Revised edition, 2002 (AACR-2R)?

- a) To provide guidelines for digital cataloguing
- b) To standardize the description and access of bibliographic resources
- c) To outline the structure of library buildings
- d) To guide the development of library software

Answer: b) To standardize the description and access of bibliographic resources

Explanation: AACR-2R provides rules for describing bibliographic information for various types of documents to ensure standardized cataloguing practices.

Q123: What was the significant revision made in AACR-2R, 2002?

- a) Introduction of RDA
- b) Major revisions to serial publications and non-book materials
- c) Complete overhaul of cataloguing rules
- d) Removal of all revisions since 1978

Answer: b) Major revisions to serial publications and non-book materials

Explanation: The 2002 revision of AACR-2R included significant updates to the rules related to serial publications and non-book materials.

Q124: What is the primary structural distinction between RDA and AACR?

- a) RDA is based on the Dewey Decimal Classification
- b) RDA uses a content standard different from AACR
- c) RDA is based on the Functional Requirements for Bibliographic Records (FRBR)
- d) RDA focuses solely on electronic resources

Answer: c) RDA is based on the Functional Requirements for Bibliographic Records (FRBR)

Explanation: RDA is structurally based on FRBR, which provides a different approach to resource description compared to AACR.

Q125: What is the size of the standard cataloguing cards used in manual cataloguing according to the AACR-2R practice?

- a) 10 cm x 6 cm
- b) 12.5 cm x 7.5 cm
- c) 15 cm x 8 cm
- d) 8 cm x 5 cm

Answer: b) 12.5 cm x 7.5 cm

Explanation: The standard size for cataloguing cards used in manual cataloguing practice is 12.5 cm x 7.5 cm (5" x 3").

Q126: What was the first edition of the Anglo-American Cataloguing Code published?

- a) 1908
- b) 1949
- c) 1967
- d) 2002

Answer: a) 1908

Explanation: The Anglo-American Cataloguing Code was first published in 1908, and subsequent revisions led to the AACR-2R.

Here's a summary table of the history and evolution of the Anglo-American Cataloguing Rules (AACR):

Version	Publication Year	Details
Anglo-American Cataloguing Code	1908	The original cataloguing code providing guidelines for bibliographic description.
ALA Cataloguing Rules	1949	Revised version of the 1908 code published by the

		American Library Association.
AACR (Anglo-American Cataloguing Rules)	1967	Revised after the International Conference on Cataloguing Principles (ICCP).
AACR 2nd Edition	1978	Further revision of AACR, including updates to cataloguing rules.
AACR 2nd Edition, 1988 Revision	1988	Significant updates, particularly concerning serial publications and non-book materials.
AACR 2nd Edition, 2002 Revision	2002	Major revisions to serial publications and non-book materials; introduced annual updates until 2005.
Resource Description and Access (RDA)	2010	New cataloguing standard based on the Functional Requirements for Bibliographic Records (FRBR). Released for formal testing in 2010, with results published in 2011.

Q127: How is the AACR-2R, 2002 Revision structured?

- a) It consists of one part with additional appendices
- b) It is divided into two parts and followed by appendices
- c) It is divided into three parts with no appendices
- d) It includes four parts and separate volumes

Answer: b) It is divided into two parts and followed by appendices

Explanation: AACR-2R is structured into two main parts with appendices following these parts.

Q128: What does Part 1 of AACR-2R cover?

- a) Rules for uniform titles and references
- b) Rules for description of all library materials
- c) Rules for establishment of access points
- d) Rules for capitalization and abbreviations

Answer: b) Rules for description of all library materials

Explanation: Part 1 covers the rules for standard description of all types of materials in the library.

Q129: Which chapters in Part 1 of AACR-2R focus on the description of specific types of materials?

- a) Chapters 1-3
- b) Chapters 2-12
- c) Chapters 13-21
- d) Chapters 22-26

Answer: b) Chapters 2-12

Explanation: Chapters 2 through 12 in Part 1 deal with the description of specific types of materials.

Q130: What are the areas/items included in the description of library materials according to AACR-2R?

- a) Title, author, publication date
- b) Title and statement of responsibility, edition, material-specific details, publication details, physical description, series, note, standard number and terms of availability

- c) Author, title, subject, series
- d) Edition, physical description, note, subject headings

Answer: b) Title and statement of responsibility, edition, material-specific details, publication details, physical description, series, note, standard number and terms of availability

Explanation: The areas/items to be included in the description cover various aspects such as title, edition, and publication details among others.

Q131: What does Part 2 of AACR-2R focus on?

- a) Description of physical materials
- b) Determination of choice of access points and form of headings
- c) Rules for punctuation and abbreviations
- d) Description of non-book materials

Answer: b) Determination of choice of access points and form of headings

Explanation: Part 2 addresses how to determine and establish headings or access points in the catalogue.

Q132: Which chapters in Part 2 of AACR-2R deal with the construction of access points?

- a) Chapters 1-3
- b) Chapters 4-10
- c) Chapters 21-26
- d) Chapters 13-21

Answer: c) Chapters 21-26

Explanation: Chapters 21 to 26 in Part 2 deal with the construction of access points.

Q133: How are the levels of description categorized in cataloguing according to AACR-2R?

- a) By the size of the library
- b) By the amount of information to be included
- c) By the type of materials
- d) By the cataloguing software used

Answer: b) By the amount of information to be included

Explanation: The levels of description are categorized based on the amount of information to be included in the catalogue entry.

Q134: What is the purpose of the first level of description in cataloguing?

- a) To provide a comprehensive description of every element of the document
- b) To offer a minimal amount of information necessary to identify the document
- c) To include all possible descriptive elements for large libraries
- d) To standardize the description for international cataloguing

Answer: b) To offer a minimal amount of information necessary to identify the document

Explanation: The first level provides the minimum necessary information to identify a document and is typically used in small libraries.

Q135: Which level of description is typically used by medium to large-sized libraries?

- a) First level
- b) Third level
- c) Standard description (second level)
- d) Fourth level

Answer: c) Standard description (second level)

Explanation: The second level, or standard description, is used by medium to large-sized libraries as it meets the needs of most users.

Q136: What does the third level of description include?

- a) Only the title and author
- b) Minimal information for quick identification
- c) All possible elements of description as outlined in the code
- d) Basic information and publication details

Answer: c) All possible elements of description as outlined in the code

Explanation: The third level provides a comprehensive description covering every possible element included in the code, used by large and special libraries.

Q137: Which level of description is generally followed in the cataloguing practice described in the unit?

- a) First level
- b) Third level
- c) Second level
- d) Fourth level

Answer: c) Second level

Explanation: The unit follows the second level of description for cataloguing materials.

Q138: Can a library choose different levels of description for different materials?

- a) No, all materials must be described using the same level
- b) Yes, a library can choose any level of description for all materials
- c) Yes, a library can use different levels of description for different materials
- d) No, the choice of level is mandated by national standards

Answer: c) Yes, a library can use different levels of description for different materials

Explanation: A library can choose to use different levels of description for different materials based on their needs.

Q139: What is the standard size of a card used in card catalogues?

- a) 10 cm x 5 cm
- b) 12.5 cm x 7.5 cm
- c) 15 cm x 10 cm
- d) 20 cm x 10 cm

Answer: b) 12.5 cm x 7.5 cm

Explanation: The standard size for a card used in card catalogues is 12.5 cm x 7.5 cm (5" x 3").

Q140: What is the purpose of the vertical lines (indentions) on a card catalogue?

- a) To separate different types of entries
- b) To indicate the margins for writing
- c) To guide the placement of text and headings
- d) To mark the card's position in the catalogue tray

Answer: c) To guide the placement of text and headings

Explanation: The vertical lines (indentions) on a card catalogue are used to guide the placement of text and headings.

Q141: How many vertical lines are present on a standard card catalogue?

- a) One
- b) Two
- c) Three
- d) Four

Answer: b) Two

Explanation: There are two vertical lines (indentions) on a standard card catalogue.

Q142: What is the role of the horizontal line on a card catalogue?

- a) To separate the title from the author's name
- b) To indicate the card's position
- c) To write the heading of the entry
- d) To mark the end of the card

Answer: c) To write the heading of the entry

Explanation: The horizontal line on a card catalogue is used for writing the heading of the entry.

Q143: What type of card catalogue entry is always present for every document?

- a) Added entry
- b) Main entry
- c) Subject entry
- d) Series entry

Answer: b) Main entry

Explanation: Every document will have a main entry, which is always present.

Q144: How do the number of added entries in a card catalogue vary?

- a) Based on the card's color
- b) According to the document's format
- c) Depending on the nature of the document or the users' approach
- d) Based on the library's cataloguing policy

Answer: c) Depending on the nature of the document or the users' approach

Explanation: The number of added entries varies depending on the nature of the document and the approaches of the users.

Q145: What was a common feature of card catalogues used in the manual system?

- a) Electronic indexing
- b) Cards with no indentions
- c) A hole at the bottom for holding through a rod
- d) Digital entries

Answer: c) A hole at the bottom for holding through a rod

Explanation: In the manual system, card catalogues often had a hole at the bottom to facilitate holding of the cards through a rod attached under the catalogue tray.

Q146: What does the AACR-2 define as the main entry?

- a) A secondary entry for referencing
- b) A complete catalogue record presented for uniform identification and citation
- c) An entry providing access to all headings in a

catalogue

- d) A card used for making multiple entries

Answer: b) A complete catalogue record presented for uniform identification and citation

Explanation: The main entry is defined as the complete catalogue record of an item, presented in the form by which the entity is to be uniformly identified and cited.

Q147: In AACR-2R, what is the most common type of main entry?

- a) Title entry
- b) Joint author entry
- c) Author entry
- d) Subject entry

Answer: c) Author entry

Explanation: Generally, the main entry is the author entry in AACR-2R, although a title entry may also be used depending on the document.

Q148: What is an added entry according to AACR-2R?

- a) An entry providing a secondary cataloguing reference
- b) An entry which duplicates the main entry
- c) An entry used solely for internal library use
- d) An entry without a specific heading

Answer: a) An entry providing a secondary cataloguing reference

Explanation: An added entry is a secondary entry that provides additional access to the bibliographical entity beyond the main entry heading.

Q149: Which of the following is NOT a type of added entry?

- a) Joint author
- b) Title

- c) Subject
- d) Publisher

Answer: d) Publisher

Explanation: Added entries can include headings such as joint author, title, series, and subject, but not typically publisher.

Q150: What is a unit card in cataloguing?

- a) A catalogue card used for displaying author names
- b) A card with only the main entry information
- c) A basic catalogue card that includes the main entry and can be used for all other entries for that work
- d) A card used for internal library records only

Answer: c) A basic catalogue card that includes the main entry and can be used for all other entries for that work

Explanation: A unit card is a basic catalogue card in the form of a main entry, which when duplicated, may be used for all other entries for that work by adding the appropriate heading.

Q151: How does the description in a unit card compare to that in an added entry?

- a) They are always different
- b) The main entry and added entry have the same contents, but with additional headings for the added entry
- c) The unit card contains less information than the added entry
- d) The added entry description is always shorter

Answer: b) The main entry and added entry have the same contents, but with additional headings for the added entry

Explanation: In a unit card, the contents in the main entry and the added entry are the same, with an additional heading for the added entry.

Q152: What does the term "heading" refer to in cataloguing?

- a) The index of a catalogue
- b) The word or group of words under which an entry is made
- c) The description of the document's physical characteristics
- d) The author's name only

Answer: b) The word or group of words under which an entry is made

Explanation: The heading in cataloguing refers to the word or group of words under which the entry is made, which can include names, titles, or other identifiers.

Q153: How is the name of a person formatted in the heading?

- a) Forename followed by surname
- b) Surname followed by forename
- c) Title followed by name
- d) Forename and surname separated by a hyphen

Answer: b) Surname followed by forename

Explanation: The heading for a person's name in cataloguing is formatted with the surname (family name) followed by the forename (personal name).

Q154: What is included in the Title and Statement of Responsibility area in cataloguing?

- a) Title proper and physical description
- b) Parallel title, title proper, general material designation (GMD), other title information, statement of responsibility
- c) Author's name and publisher's information
- d) Publication date and edition

Answer: b) Parallel title, title proper, general material designation (GMD), other title information, statement of responsibility

Explanation: The Title and Statement of Responsibility area includes elements such as parallel title, title proper, GMD, other title information, and statement of responsibility.

Q155: According to Rule 1.1B1, how should the title proper be recorded in a catalogue entry?

- a) As it appears in the original with exact punctuation and capitalisation
- b) Exactly as it appears with correct spelling, order, and punctuation
- c) Transcribed exactly as to wording, order, and spelling, but not necessarily punctuation and capitalisation
- d) Only the first part of the title should be recorded

Answer: c) Transcribed exactly as to wording, order, and spelling, but not necessarily punctuation and capitalisation

Explanation: Rule 1.1B1 directs that the title proper should be transcribed exactly as to wording, order, and spelling, but not necessarily as to punctuation and capitalisation.

Q156: How should an alternative title be treated in the title proper?

- a) It should be listed separately after the title proper
- b) It should be omitted from the catalogue entry
- c) It should be included as part of the title proper, separated by a comma and the word "or"
- d) It should be written in parentheses after the title proper

Answer: c) It should be included as part of the title proper, separated by a comma and the word "or"

Explanation: If a work contains an alternative title, it should be treated as part of the title proper, separated by a comma and the word "or," with the first word of the alternative title starting with a capital letter.

Q157: What does the General Material Designation (GMD) indicate?

- a) The author of the material
- b) The class of material to which it belongs
- c) The publication date of the material
- d) The price of the material

Answer: b) The class of material to which it belongs

Explanation: The General Material Designation (GMD) indicates the class of material to which it belongs and is an optional addition in cataloguing.

Q158: Which of the following is a term used in the North American system for General Material Designation (GMD)?

- a) Cartographic material
- b) Object
- c) Graphic
- d) Map

Answer: d) Map

Explanation: "Map" is a term used in the North American system for General Material Designation (GMD), while other terms such as "cartographic material" are used in the British system.

Q159: How should the General Material Designation (GMD) be punctuated in the cataloguing entry?

- a) With parentheses
- b) With a hyphen
- c) With square brackets
- d) With a colon

Answer: c) With square brackets

Explanation: The General Material Designation (GMD) should be transcribed immediately following the title proper and enclosed in square brackets.

Q160: According to AACR-2R, how is a parallel title recorded in cataloguing?

- a) As an optional element in parentheses
- b) In the order indicated by their sequence on the chief source of information, preceded by an equal sign
- c) In a separate section after the title proper

d) With a hyphen separating it from the title proper

Answer: b) In the order indicated by their sequence on the chief source of information, preceded by an equal sign

Explanation: The parallel title should be recorded in the order found in the item to be catalogued and preceded by an equal sign (=).

Q161: How does the British system differ from the North American system in the transcription of General Material Designation (GMD)?

- a) The British system uses different punctuation for GMD
- b) The British system includes terms like "object" and "graphic" not used in the North American system
- c) The North American system uses an equal sign before GMD
- d) The North American system does not use square brackets for GMD

Answer: b) The British system includes terms like "object" and "graphic" not used in the North American system

Explanation: The British system uses terms such as "object" and "graphic" for GMD, which are not included in the North American system. The North American system uses terms like "map" and "computer file."

Q162: How should Other Title Information such as a subtitle be transcribed in cataloguing?

- a) Preceded by a hyphen
- b) Followed by a colon
- c) Enclosed in parentheses
- d) In a separate line

Answer: b) Followed by a colon

Explanation: Other Title Information should be given following the title proper or parallel title and is punctuated with a colon (:).

Q163: What should be done if Other Title Information is lengthy?

- a) Omit it entirely
- b) Include it in a note or abridge it
- c) Transcribe it with additional punctuation
- d) Include it in a separate catalog entry

Answer: b) Include it in a note or abridge it

Explanation: If Other Title Information is lengthy, it can be included in a note or abridged, ensuring no essential information is lost.

Q164: What should be done when abridging Other Title Information?

- a) Omit the first five words
- b) Use a dash to indicate omission
- c) Indicate omission by the mark of omission
- d) Write the abridged title in smaller font

Answer: c) Indicate omission by the mark of omission

Explanation: When abridging Other Title Information, use the mark of omission to indicate missing content, and do not omit the first five words.

Q165: What punctuation is used for transcribing Other Title Information in cataloguing?

- a) Hyphen
- b) Semicolon
- c) Colon
- d) Parentheses

Answer: c) Colon

Explanation: The punctuation used for transcribing Other Title Information is a colon (:).

Q166: What is the purpose of including Other Title Information in a catalog entry?

- a) To provide additional details about the publication

- b) To simplify the title for users
- c) To conform to international cataloguing standards
- d) To separate the main title from the author's name

Answer: a) To provide additional details about the publication

Explanation: Other Title Information, such as a subtitle, provides additional details about the publication and helps in identifying the content more accurately.

Q172: How should the edition statement be formatted if it is given as '4th edition'?

- a) As "4th edition"
- b) As "Fourth Edition"
- c) As "4th ed."
- d) As "4"

Answer: c) As "4th ed."

Explanation: According to AACR-2R, edition statements should be written in numerals with standard abbreviations where applicable, such as "4th ed."

Q173: What is a 'statement of responsibility of an edition'?

- a) A description of the physical characteristics of the item
- b) Information about the edition number followed by a slash and the name of the reviser
- c) The publication place and date
- d) Details about the author's name

Answer: b) Information about the edition number followed by a slash and the name of the reviser

Explanation: A 'statement of responsibility of an edition' includes the edition number followed by a slash and the name of the person responsible for the edition.

Q174: When is the Material Specific Details Area used in a catalog entry?

- a) For printed monographs
- b) For cartographic materials, music, computer files, serial publications, and microforms
- c) For describing the author's background
- d) For specifying the physical dimensions of the book

Answer: b) For cartographic materials, music, computer files, serial publications, and microforms

Explanation: The Material Specific Details Area is used for describing non-monographic materials like cartographic items, music, and microforms.

Q175: What punctuation marks are used to separate the place of publication from the publisher's name in a catalog entry?

- a) Comma
- b) Full stop and dash
- c) Colon
- d) Semicolon

Answer: b) Full stop and dash

Explanation: The place of publication is separated from the publisher's name by a full stop and dash, as per the cataloguing rules.

Q176: How should you handle the date if only the copyright date is available but not the publication date?

- a) Use the copyright date as the publication date
- b) Omit the date
- c) Use the copyright date with a note indicating it is not the publication date
- d) Approximate the publication date based on the copyright date

Answer: c) Use the copyright date with a note indicating it is not the publication date

Explanation: When only the copyright date is available, it should be indicated as such, and if the exact publication date is not known, an approximate date should be provided.

Q177: What should be written if the place of publication is not available?

- a) [n.p.]
- b) [s.l.]
- c) [u.d.]
- d) [a.l.]

Answer: b) [s.l.]

Explanation: If the place of publication is not available, "[s.l.]" is used, meaning "sine loco" (without place).

Q178: What does "[ca. 1950]" represent in a catalog entry?

- a) A probable date of publication
- b) A copyright date
- c) The century of publication
- d) An approximate date

Answer: d) An approximate date

Explanation: "[ca. 1950]" stands for "circa 1950," indicating an approximate date of publication.

Here's a summary table for recording publication details based on the provided guidelines:

Detail	Description
Place of Publication	Preceded by a full stop and a dash. For example: - New York:
Name of Publisher	Followed by a colon. For example: - New York: Oxford University Press:
Date of Publication	Written after a comma. For example: 1987,
Copyright Date	If only the copyright date is provided, use c to denote copyright. For example: c1987 (not actual publication date).
If No Date Available	Provide an approximate date or use specific notations:

	[1962 or 1963] - one year or the other
	[1954?] - probable date
	[ca. 1950] - approximate date
	[196-] - decade certain
	[18-] - century certain
	[18- ?] - probable century
If Place of Publication is Not Available	Write [s.l.], which means sine loco (no place).
If Publisher's Name is Not Available	Write [s.n.], which means sine nomine (no name).

Q179: What does the Physical Description Area include?

- a) Author's name and title of the book
- b) Number of volumes, pages, illustrative matter, and size
- c) Place of publication and publisher's name
- d) Edition and statement of responsibility

Answer: b) Number of volumes, pages, illustrative matter, and size

Explanation: The Physical Description Area details the number of volumes, pages, illustrative matter, and size of the item.

Q180: How is the physical description of an item formatted if it is recorded in a separate paragraph?

- a) It is preceded by a colon and separated by commas
- b) It is preceded by a full stop, space, dash, and space
- c) It is preceded by a semicolon and separated by a dash
- d) It is continued along with the earlier areas of description

Answer: b) It is preceded by a full stop, space, dash, and space

Explanation: When treated as a new paragraph, the Physical Description Area is separated by a full stop, space, dash, and space.

Q181: What abbreviation is used for pages in the Physical Description Area?

- a) pgs.
- b) p.
- c) pp.
- d) pg.

Answer: b) p.

Explanation: "p." is the standard abbreviation for pages in cataloguing.

Q182: How should you record the dimensions of a book in the Physical Description Area?

- a) As a fraction of a meter
- b) As a whole number of centimeters
- c) As a whole number of millimeters
- d) As a range of sizes

Answer: b) As a whole number of centimeters

Explanation: The size of the book should be recorded as a whole number in centimeters, with any fractions rounded up to the next higher number.

Q183: What punctuation follows the page number in the Physical Description Area?

- a) Comma
- b) Colon
- c) Semicolon
- d) Dash

Answer: b) Colon

Explanation: A colon follows the page number in the Physical Description Area to separate it from other elements.

Q184: If a book has no illustrations, how should the Physical Description be recorded?

- a) Omit the illustration mark and only list the pages and size
- b) Include "no illustrations" in the description
- c) Write "ill." with no additional information
- d) Omit the physical description

Answer: a) Omit the illustration mark and only list the pages and size

Explanation: If there are no illustrations, the Physical Description should list only the pages and size, omitting the "ill." mark.

Q185: Where should the series statement be recorded in the cataloguing process?

- a) Before the physical description
- b) After the physical description
- c) As the first element in the description
- d) In a separate document

Answer: b) After the physical description

Explanation: The series statement is provided after the physical description and is enclosed in parentheses.

Q186: How should the series statement be preceded in the cataloguing entry?

- a) By a colon
- b) By a comma
- c) By a full stop, space, dash, and space
- d) By a semicolon

Answer: c) By a full stop, space, dash, and space

Explanation: The series statement should be preceded by the punctuation full stop, space, dash, and space.

Q187: Which of the following elements may be included in the series statement?

- a) Sub-series number only
- b) International Standard Serial Number (ISSN) only
- c) Statement of responsibility, sub-series, ISSN,

and series number

d) Only the name of the main series

Answer: c) Statement of responsibility, sub-series, ISSN, and series number

Explanation: The series statement may include several elements like statement of responsibility, sub-series, ISSN, and series number.

Q188: What should be done if additional description about a document is necessary beyond the standard areas?

- a) Include it in the series statement
- b) Add it to the publication, distribution, etc. area
- c) Provide it as notes in a separate paragraph
- d) Omit the additional information

Answer: c) Provide it as notes in a separate paragraph

Explanation: Additional description that cannot be included in the standard areas is provided as notes, usually in a separate paragraph.

Q189: Which of the following is NOT typically included in the Note Area?

- a) Nature, scope or artistic form
- b) Language
- c) ISBN of the publication
- d) Contents

Answer: c) ISBN of the publication

Explanation: The ISBN is not typically included in the Note Area; it is usually part of the standard description or specific areas.

Q190: If a book is published under a series with its own number and sub-series, how should this be recorded?

- a) Only the main series and sub-series number should be recorded
- b) The main series information should be followed by the sub-series information and its number
- c) Only the main series should be recorded with

no sub-series details

d) The sub-series should be omitted

Answer: b) The main series information should be followed by the sub-series information and its number

Explanation: The main series information should be followed by the sub-series information and its number, if applicable.

Q191: Which punctuation mark is used to separate elements within the Note Area?

- a) Semicolon
- b) Colon
- c) Dash
- d) Comma

Answer: d) Comma

Explanation: Elements within the Note Area are typically separated by commas.

More info

Note Area Item	Description
Nature, Scope or Artistic Form	Description of the document's nature, scope, or artistic form.
Language	Language in which the document is written.
Source of Title Proper	Source from which the title proper is derived.
Variations in Title	Any variations or differences in the title.
Parallel Title	Title in another language or script.
Statement of Responsibility	Names of individuals or entities responsible for the work.
Edition or Printing History of the Index	Information about the edition or printing history of the document.

Material Specific Details	Specific details related to the material (e.g., physical characteristics).
Publication, Distribution	Details about the publication and distribution of the document.
Physical Description	Description of the physical characteristics of the document (e.g., size, format).
Accompanying Material	Any additional material included with the document (e.g., CDs, maps).
Series	Information about the series to which the document belongs.
Dissertation	Information if the document is a dissertation or thesis.
Contents	Detailed contents or table of contents of the document.

Q192: How should the Standard Number (ISBN or ISSN) be recorded in the catalogue entry?

- a) Always in a separate paragraph
- b) Either in continuation or in a separate paragraph
- c) Only in continuation
- d) Only in a separate document

Answer: b) Either in continuation or in a separate paragraph

Explanation: The Standard Number can be written either in continuation with the other elements or in a separate paragraph.

Q193: What punctuation marks are used to precede the Standard Number area in the catalogue entry if recorded in continuation?

- a) Comma
- b) Semicolon
- c) Full stops, space, dash, and space
- d) Colon

Answer: c) Full stops, space, dash, and space

Explanation: When recording the Standard Number in continuation, it is preceded by full stops, space, dash, and space.

Q194: In the call number, what does the Class Number and Book Number represent?

- a) The publisher and publication date
- b) The main and added entries
- c) The classification and specific identifier of the book
- d) The title and author of the book

Answer: c) The classification and specific identifier of the book

Explanation: The Class Number represents the classification of the book, while the Book Number is a specific identifier for that book.

Q195: Where should the Class Number and Book Number be recorded on the card?

- a) Class Number on the first horizontal line, Book Number on the second
- b) Class Number on the verso of the title page, Book Number on the front cover
- c) Class Number one line above the first horizontal line, Book Number on the first horizontal line
- d) Class Number in the footer, Book Number in the header

Answer: c) Class Number one line above the first horizontal line, Book Number on the first horizontal line

Explanation: The Class Number is transcribed one line above the first horizontal line, and the Book Number is transcribed on the first horizontal line of the card.

Q196: What is the purpose of the Accession Number in a library catalogue?

- a) To indicate the book's genre
- b) To provide a unique identifier for the item acquired
- c) To record the author's name
- d) To note the publication date

Answer: b) To provide a unique identifier for the item acquired

Explanation: The Accession Number serves as a unique identifier for the item acquired by the library.

Q197: Where is the Accession Number typically recorded on the catalogue card?

- a) On the verso of the title page
- b) In the header of the card
- c) On the 5th line from the red horizontal line of the card
- d) At the end of the card

Answer: c) On the 5th line from the red horizontal line of the card

Explanation: The Accession Number is transcribed on the 5th line from the red horizontal line of the card for uniformity.

Q198: What should be done to manage the many elements and punctuation marks in a catalogue entry?

- a) Memorize the sequence of each element
- b) Use a skeleton card for reference
- c) Omit less critical elements
- d) Use general descriptions instead of specific details

Answer: b) Use a skeleton card for reference

Explanation: To manage the various elements and punctuation marks, using a skeleton card can help in consolidating and referencing the required information.

Q199: According to AACR-2R, how is a personal author defined?

- a) As the editor of a work
- b) As the chief person responsible for the creation of the intellectual or artistic content
- c) As the publisher of a work
- d) As the individual who reviews the work

Answer: b) As the chief person responsible for the creation of the intellectual or artistic content

Explanation: A personal author is defined as the one who is chiefly responsible for the creation of the intellectual or artistic content of a work.

Q200: Where is the main entry of a catalogue made when using a personal author?

- a) Under the title of the work
- b) Under the name of the personal author
- c) Under the name of the publisher
- d) Under the genre of the work

Answer: b) Under the name of the personal author

Explanation: The main entry in the catalogue is made under the name of the personal author when it is established.

Q201: According to Rule 21.1A2 of AACR-2R, how should a work by one or more persons be entered in the catalogue?

- a) Under the title of the work
- b) Under the name of the principal personal author or the probable personal author
- c) Under the name of the publisher
- d) Under the genre of the work

Answer: b) Under the name of the principal personal author or the probable personal author

Explanation: A work should be entered under the heading for the principal personal author or the probable personal author.

Q202: What does Chapter 22 of AACR-2R focus on?

- a) The choice of titles for books
- b) The choice of names of persons for cataloguing
- c) The arrangement of books on the shelf
- d) The formatting of catalogue entries

Answer: b) The choice of names of persons for cataloguing

Explanation: Chapter 22 of AACR-2R deals with the choice of names of persons for cataloguing.

Q203: In cataloguing Western names, which part of the name is used as the entry element?

- a) The first name
- b) The middle name
- c) The last name or surname
- d) The title of nobility

Answer: c) The last name or surname

Explanation: In cataloguing Western names, the surname or last name is used as the entry element.

Q204: How should the name "Sir Arthur Conan Doyle" be entered in a catalogue according to AACR-2R?

- a) Arthur Conan Doyle, Sir
- b) Doyle, Sir Arthur Conan
- c) Doyle, Arthur Conan
- d) Conan Doyle, Arthur

Answer: b) Doyle, Sir Arthur Conan

Explanation: The name "Sir Arthur Conan Doyle" should be entered as "Doyle, Sir Arthur Conan" in the catalogue.

Q205: How should compound surnames such as "McNair-Wilson" be treated in the catalogue entry?

- a) Entered under the first part of the compound surname

- b) Entered under the last part of the compound surname
- c) Entered under the middle name
- d) Entered under the title of the work

Answer: b) Entered under the last part of the compound surname

Explanation: Compound surnames should be entered under the last part of the compound surname.

Q206: When a surname includes an article or preposition, how should the entry element be made?

- a) Under the article or preposition
- b) Under the first part of the surname
- c) Under the last part of the surname
- d) Under the title of the work

Answer: c) Under the last part of the surname

Explanation: When a surname includes an article or preposition, the entry element should be made under the last part of the surname.

Q207: According to AACR-2R, how should the entry element be chosen for Indian authors born before the middle of the 19th century?

- a) By their surname
- b) By their forename
- c) By the first word of the personal name
- d) By their title

Answer: c) By the first word of the personal name

Explanation: For Indian authors born before the middle of the 19th century, the entry element is chosen by the first word of the personal name.

Q208: How are Northern Indian authors typically entered in the catalogue according to AACR-2R?

- a) Under their forename
- b) By the first word of their personal name

- c) By their surname
- d) By their title

Answer: c) By their surname

Explanation: Northern Indian authors are typically entered by their surname.

Q209: For Southern Indian authors, how should the entry element be chosen according to AACR-2R?

- a) By their surname
- b) By their forename
- c) By the title of the book
- d) By their profession

Answer: b) By their forename

Explanation: Southern Indian authors are usually entered by their forename.

Q210: When cataloguing a book written by a single author, how should the heading be made according to AACR-2R?

- a) Under the title of the book
- b) Under the surname of the author
- c) Under the name of the author in inverted form
- d) Under the publisher's name

Answer: c) Under the name of the author in inverted form

Explanation: For a book written by a single author, the heading is made under the author's name in inverted form.

Q211: What does AACR-2R prescribe for books written by two or three authors where principal responsibility is not indicated?

- a) Enter under the title of the book
- b) Enter under the first named author and add entries for the other authors
- c) Enter under the last-named author
- d) Enter under the publisher's name

Answer: b) Enter under the first named author and add entries for the other authors

Explanation: For books written by two or three authors where principal responsibility is not indicated, the entry is made under the first named author, and added entries are made for the other authors.

Q212: How should books written by more than three authors be catalogued if principal responsibility is not indicated?

- a) Enter under the title of the book and make added entries for all authors
- b) Enter under the last named author and make added entries for the other authors
- c) Enter under the title of the book and make an added entry for the first named author only
- d) Enter under the publisher's name and make added entries for all authors

Answer: c) Enter under the title of the book and make an added entry for the first named author only

Explanation: For books written by more than three authors where principal responsibility is not indicated, the entry is made under the title of the book with an added entry for the first named author only.

Q213: What should be included in the statement of responsibility for books with more than three authors?

- a) All authors' names
- b) The first named author only, followed by "et al." in square brackets
- c) Only the title of the book
- d) The publisher's name

Answer: b) The first named author only, followed by "et al." in square brackets

Explanation: For books with more than three authors, the statement of responsibility includes the first named author only, followed by "et al." in square brackets.

Q214: Where can additional information about Indian names and their cataloguing be found?

- a) In the title page of the book
- b) In Chapter 22 of AACR-2R
- c) In Ranganathan's book *Classified Catalogue Code*
- d) In the publisher's catalog

Answer: c) In Ranganathan's book *Classified Catalogue Code*

Explanation: Additional information about Indian names and their cataloguing can be found in Ranganathan's book *Classified Catalogue Code*.

Q215: In the statement of responsibility for a book with multiple authors, how is the omission of additional authors indicated?

- a) By listing all authors' names
- b) By using a colon
- c) By adding three dots followed by "et al."
- d) By using a semicolon

Answer: c) By adding three dots followed by "et al."

Explanation: The omission of additional authors in the statement of responsibility is indicated by three dots followed by "et al.," which means "and others."

Q216: What is a collective title according to AACR-2R?

- a) A title given to a single work
- b) A title for a work edited by one author
- c) A title for a book containing three or more works by one or more authors
- d) A title for a book with no authors

Answer: c) A title for a book containing three or more works by one or more authors

Explanation: A collective title is one under which three or more works or parts of works by one or more authors are published together.

Q217: When a book is edited by multiple editors, what is the main entry heading according to AACR-2R?

- a) The name of the principal editor
- b) The title of the book
- c) The publisher's name
- d) The first chapter title

Answer: b) The title of the book

Explanation: For books edited by multiple editors, the main entry heading will be the title of the book.

Q218: In the case of a book with contributions from multiple authors, where the thought content is not of the editor, how should the cataloguing entry be made?

- a) Under the name of the editor
- b) Under the name of the first contributor
- c) Under the title of the book with an added entry for the editor
- d) Under the title of the book only

Answer: c) Under the title of the book with an added entry for the editor

Explanation: If the thought content is not of the editor, the main entry is made under the title of the book with an added entry for the editor.

Q219: What type of indention is used for continuing the title and responsibility area in a catalogue entry?

- a) Hanging indention
- b) Block indention
- c) First-line indention
- d) Right indention

Answer: a) Hanging indention

Explanation: The continuation of the title and responsibility area is shown with hanging indention, where the second and subsequent lines are indented.

Q220: If a book includes contributions by various authors and is compiled by an editor, what information should be included in the cataloguing entry?

- a) Only the name of the editor
- b) The titles of all contributions
- c) The name of the editor and the title of the book
- d) Only the title of the book

Answer: c) The name of the editor and the title of the book

Explanation: For a book with various contributors and an editor, the cataloguing entry should include the title of the book and an added entry for the editor.

Q221: What is a pseudonymous author?

- a) An author who writes under their real name
- b) An author who writes under a fictitious name
- c) An author who writes under multiple real names
- d) An author who writes anonymously

Answer: b) An author who writes under a fictitious name

Explanation: A pseudonymous author is one who writes under a fictitious name.

Q222: According to AACR-2R Rule No. 22.2B1, how should works by a person predominantly identified by a pseudonym be catalogued?

- a) Under the real name of the author
- b) Under the pseudonym
- c) Under the title of the work
- d) Under the name of the publisher

Answer: b) Under the pseudonym

Explanation: If a person is predominantly identified by a pseudonym, the entry should be made under that pseudonym.

Q223: If an author uses multiple pseudonyms and their real name, how should the

cataloguing entry be made according to Rule No. 22.2B2?

- a) Under the real name of the author
- b) Under the pseudonym used in the earliest work
- c) Under the predominant name
- d) Under the pseudonym used in the latest work

Answer: c) Under the predominant name

Explanation: The entry should be made under the predominant name. If the predominant name cannot be determined, the entry should be made as it appears in the later editions of the author's works.

Q224: What should be done if two or more persons collaborate and use a single pseudonym?

- a) Use the pseudonym as the heading for the collaborative works
- b) Use the real names of all collaborating authors
- c) List each author's name separately in the catalog
- d) Use a combined name of all collaborators

Answer: a) Use the pseudonym as the heading for the collaborative works

Explanation: When two or more persons collaborate and use a single pseudonym, the pseudonym should be used as the heading for their collaborative works.

Q225: When cataloguing a work by an author who writes under both a pseudonym and their real name, what additional entry is needed?

- a) Only the pseudonym entry
- b) Only the real name entry
- c) A reference entry from the pseudonym to the real name or vice versa
- d) A subject entry

Answer: c) A reference entry from the pseudonym to the real name or vice versa

Explanation: A reference entry from the pseudonym to the real name or vice versa is

needed to ensure that works by the same author are placed together.

Q226: In cataloguing, how is the pseudonym "O. Henry" correctly formatted according to AACR-2R?

- a) Henry, O.
- b) O. Henry
- c) Henry, O. Henry
- d) Henry, O. H.

Answer: b) O. Henry

Explanation: The pseudonym "O. Henry" is not inverted and should be formatted as "O. Henry."

Q227: According to AACR-2R, what is a corporate body?

- a) An individual author who writes under a pseudonym
- b) A group of persons identified by a particular name that acts as an entity
- c) A single author writing under multiple names
- d) An anonymous writer

Answer: b) A group of persons identified by a particular name that acts as an entity

Explanation: A corporate body is defined as an organization or group identified by a particular name that acts as an entity.

Q228: How should a government be catalogued according to AACR-2R?

- a) Under the name of the government official in power
- b) Directly under the geographic name of the area (country, province, state, municipality, etc.)
- c) Under the title of the government report
- d) Under the name of the government agency

Answer: b) Directly under the geographic name of the area (country, province, state, municipality, etc.)

Explanation: The heading for a government should be the geographic name of the area it governs.

Q229: How should government officials be catalogued according to AACR-2R?

- a) By their personal names
- b) By their official designations only
- c) By their pseudonyms
- d) By their personal titles and names

Answer: b) By their official designations only

Explanation: Government dignitaries should be entered by their official designations (e.g., Sovereign, President) and not by their personal names.

Q230: What is the correct way to catalogue a government official's entry if the official is a head of state?

- a) Enter the official's name only
- b) Enter the official's name with their period of incumbency
- c) Enter the official's designation only with their period of incumbency
- d) Enter only the official's title

Answer: c) Enter the official's designation only with their period of incumbency

Explanation: For a head of state, include the official designation along with the period of incumbency and the official's name as terms of addition.

Q231: If there is a conflict in the name of a country or state, how should it be distinguished in cataloguing?

- a) By using an additional geographic descriptor
- b) By adding a unique identifier to the name
- c) By including an individualising element in parentheses
- d) By using a different language for the name

Answer: c) By including an individualising element in parentheses

Explanation: In case of a conflict in the name, distinguish the entries by including an individualising element in parentheses, such as "Germany (Democratic Republic)" or "Germany (Federal Republic)."

Q232: How should a government be catalogued if it has been renamed or restructured?

- a) Under the new name only
- b) Under the old name with a reference to the new name
- c) Under the old name with an additional note about the restructuring
- d) Under the new name with a reference to the old name

Answer: d) Under the new name with a reference to the old name

Explanation: Cataloguing should be done under the new name with a reference to the old name if applicable.

Q233: How should government agencies be catalogued according to AACR-2R?

- a) By their parent organization's name
- b) By their specific names, even if they are subordinate bodies
- c) By the name of the government official in charge
- d) By the geographic area they serve

Answer: b) By their specific names, even if they are subordinate bodies

Explanation: Government agencies should be entered directly under their specific names, even if they are subordinate bodies.

Q234: How should publications from the Lok Sabha and Rajya Sabha be catalogued?

- a) Under the name of the Indian Parliament only
- b) Under the name of the Lok Sabha and Rajya Sabha separately

- c) Under the name of the Indian Parliament with a reference to both houses
- d) By their individual names without any reference to the Parliament

Answer: c) Under the name of the Indian Parliament with a reference to both houses

Explanation: To bring together the publications of the Lok Sabha and Rajya Sabha, they should be catalogued under the name of the Indian Parliament with a reference to both houses.

Q235: In the cataloguing of subordinate bodies, what determines whether they are entered directly under their own names or under a higher organization?

- a) The size of the body
- b) The presence of a higher organization
- c) The presence of ambiguity in the name
- d) The type of publications they produce

Answer: c) The presence of ambiguity in the name

Explanation: Subordinate bodies are entered directly under their names if there is no ambiguity. If the name of the higher organization introduces confusion, it may need to be included in the cataloguing.

Q236: How should a government body that is created or controlled by the government but functions independently be catalogued?

- a) Under the name of the parent government body
- b) Directly under the name of the organization
- c) By the geographic area it serves
- d) By the name of the government official responsible

Answer: b) Directly under the name of the organization

Explanation: For government bodies that are created or controlled by the government but function independently, cataloguing is done directly under the name of the organization.

Q237: How should "India. Central Statistical Organisation" be catalogued according to AACR-2R?

- a) Under the name "India. Ministry of Planning"
- b) Under the name "India. Central Statistical Organisation"
- c) Under the name "India. Ministry of Labour"
- d) Under the name "India"

Answer: b) Under the name "India. Central Statistical Organisation"

Explanation: "India. Central Statistical Organisation" should be catalogued directly under its specific name, bypassing the intermediate organization "Ministry of Planning" for clarity.

Q238: When cataloguing a body like "Indian Space Research Organisation," how should the entry be made?

- a) Under the name "India. Ministry of Space"
- b) Under the name "Indian Space Research Organisation"
- c) Under the name "India. Space Agency"
- d) Under the name "India"

Answer: b) Under the name "Indian Space Research Organisation"

Explanation: For organizations like the Indian Space Research Organisation, the entry should be made directly under the name of the organization itself.

Q239: How should international organizations such as the United Nations or WHO be catalogued?

- a) Under the name of the country they are based in
- b) Under the name of the international organization
- c) Under the name of the largest member country
- d) By the name of the organization's founding member

Answer: b) Under the name of the international organization

Explanation: International organizations like the United Nations or WHO should be catalogued directly under their specific names.

Q240: How should national organizations, such as the Indian Library Association, be catalogued?

- a) Under the name of the national government
- b) Under the name of the national organization
- c) Under the name of the local chapter
- d) By the name of the president of the organization

Answer: b) Under the name of the national organization

Explanation: National organizations should be catalogued under their specific names, such as the Indian Library Association.

Q241: For local organizations like the Bengal Library Association, how should the cataloguing be done?

- a) Under the name of the local government
- b) Under the name of the local organization
- c) By the name of the city's library system
- d) Under the name of the national organization

Answer: b) Under the name of the local organization

Explanation: Local organizations should be catalogued under their specific names, such as the Bengal Library Association.

Q242: How are publications from institutions like the International Federation of Library Associations and Institutions typically catalogued?

- a) Under the name of the institution
- b) Under the name of the institution's founder
- c) By the type of publication
- d) Under the geographic location of the institution

Answer: a) Under the name of the institution

Explanation: Publications from institutions like the International Federation of Library Associations and Institutions are catalogued under the name of the institution itself.

Q243: When cataloguing publications from an organization with multiple levels, such as international and national bodies, which name should be used for cataloguing?

- a) The name of the highest level organization
- b) The name of the local chapter
- c) The name of the specific organization that produced the publication
- d) The name of the most well-known member of the organization

Answer: c) The name of the specific organization that produced the publication

Explanation: Publications should be catalogued under the name of the specific organization that produced them, regardless of its level.

Q244: How should a publication from a local organization, like the Rajasthan Academy of Science, be catalogued?

- a) Under the name of the local organization
- b) Under the name of the national organization it is affiliated with
- c) Under the name of the city where it is located
- d) By the subject of the publication

Answer: a) Under the name of the local organization

Explanation: Publications from local organizations should be catalogued directly under the name of the local organization itself.

More info

Event	Description
Anglo-American Cataloguing Code (1908)	The original cataloguing code established for bibliographic description and access.

ALA Cataloguing Rules (1949)	Revised version of the 1908 Code, published by the American Library Association.
AACR (1967)	Revised code published after the International Conference on Cataloguing Principles (ICCP).
AACR 2nd Edition (1978)	Further revision of AACR, providing updated rules and practices.
AACR 2nd Edition Revision (1988)	Significant updates, including changes to cataloging rules.
AACR 2nd Edition Revision (2002)	Major revisions to rules dealing with serial publications and non-book materials.
Resource Description and Access (RDA) (2010)	Successor to AACR, released in June 2010. Based on Functional Requirements for Bibliographic Records (FRBR).
RDA Testing Phase (2010-2011)	Formal tests of RDA conducted by institutions and national libraries. Results published in 2011.
Current Practice	Despite the introduction of RDA, AACR-2R (2002) is still prevalent for cataloguing practices.

Q245: How should proceedings of conferences, seminars, workshops, or symposia be catalogued according to AACR-2R?

- a) Under the title of the conference or symposium
- b) Under the name of the institution that hosted the event
- c) Under the name of the editor of the proceedings
- d) By the name of the most cited paper in the proceedings

Answer: a) Under the title of the conference or symposium

Explanation: Proceedings of conferences, seminars, workshops, or symposia are catalogued under the title of the event.

Q246: What is the primary content standard for resource description and access before the adoption of RDA?

- a) Library of Congress Cataloging Rules
- b) Anglo-American Cataloguing Rules (AACR-2R)
- c) Resource Description and Access (RDA)
- d) International Standard Bibliographic Description (ISBD)

Answer: b) Anglo-American Cataloguing Rules (AACR-2R)

Explanation: AACR-2R was the primary content standard for resource description and access before RDA.

Q247: When was the AACR-2 first published, and what did it follow?

- a) 1949, following the ALA Cataloguing Rules
- b) 1961, following the International Conference on Cataloguing Principles
- c) 1908, following the Anglo-American Cataloguing Code
- d) 2002, following the Resource Description and Access

Answer: a) 1949, following the ALA Cataloguing Rules

Explanation: The AACR-2 was first published in 1949, following the ALA Cataloguing Rules.

Q248: What was the major revision year for AACR-2 that included significant changes to serial publications and non-book materials?

- a) 1978
- b) 1988

- c) 2002
- d) 2010

Answer: c) 2002

Explanation: The major revision of AACR-2 that included significant changes to serial publications and non-book materials was in 2002.

Q249: What is the primary structural basis for Resource Description and Access (RDA) compared to AACR-2R?

- a) Library of Congress Classification
- b) Functional Requirements for Bibliographic Records (FRBR)
- c) International Standard Bibliographic Description (ISBD)
- d) Universal Decimal Classification (UDC)

Answer: b) Functional Requirements for Bibliographic Records (FRBR)

Explanation: RDA is based on the Functional Requirements for Bibliographic Records (FRBR), which provides a different structural approach compared to AACR-2R.

Q250: As of the last update in 2005, which cataloguing standard was being used before RDA was released?

- a) AACR-2R
- b) ISBD
- c) ALA Cataloguing Rules
- d) FRBR

Answer: a) AACR-2R

Explanation: Before RDA was released, the AACR-2R was the prevalent cataloguing standard, with updates ceasing in 2005.

Q251: How is the structure of AACR-2R organized?

- a) It consists of three parts: general rules, specific rules, and appendices.
- b) It consists of two parts: rules for description and rules for headings, with appendices following

Part 2.

- c) It consists of four parts: introduction, description, headings, and references.
- d) It is organized into sections based on material types, with separate volumes for each type.

Answer: b) It consists of two parts: rules for description and rules for headings, with appendices following Part 2.

Explanation: AACR-2R consists of two main parts: Part 1 for the description of materials and Part 2 for the determination and establishment of headings, followed by appendices.

Q252: What does Part 1 of AACR-2R primarily cover?

- a) Determination and establishment of headings
- b) Rules for description of all types of materials
- c) Uniform titles and references
- d) Appendices for capitalization and abbreviations

Answer: b) Rules for description of all types of materials

Explanation: Part 1 of AACR-2R covers the rules for the description of all types of materials.

Q253: Which chapter in Part 1 of AACR-2R deals with analytical entries?

- a) Chapter 1
- b) Chapter 12
- c) Chapter 13
- d) Chapter 21

Answer: c) Chapter 13

Explanation: Chapter 13 in Part 1 deals with analytical entries.

Q254: What areas/items are included in the description of materials as per Part 1 of AACR-2R?

- a) Title, edition, publication details, and physical description
- b) Title, edition, physical description, and

references

- c) Material-specific details, series, note, and standard number
- d) All of the above

Answer: d) All of the above

Explanation: The description includes title and statement of responsibility, edition, material-specific details, publication details, physical description, series, note, and standard number.

Q255: Which chapters in Part 2 of AACR-2R deal with the choice and construction of access points?

- a) Chapters 1-5
- b) Chapters 6-10
- c) Chapters 21-26
- d) Chapters 11-20

Answer: c) Chapters 21-26

Explanation: Chapters 21 to 26 in Part 2 deal with the choice and construction of access points.

Q256: What do the appendices A-E in AACR-2R provide?

- a) Rules for different types of materials
- b) Guidelines for punctuation and descriptive elements
- c) Rules for capitalization, abbreviations, numerals, glossary, and initial articles
- d) Instructions for cataloging electronic resources

Answer: c) Rules for capitalization, abbreviations, numerals, glossary, and initial articles

Explanation: The appendices A-E provide rules for capitalization, abbreviations, numerals, glossary, and initial articles.

Q257: What is the standard size of a card used in a card catalogue?

- a) 10 cm x 5 cm
- b) 12.5 cm x 7.5 cm

- c) 15 cm x 10 cm
- d) 8 cm x 6 cm

Answer: b) 12.5 cm x 7.5 cm

Explanation: The standard size of a card used in a card catalogue is 12.5 cm x 7.5 cm.

Q258: How many vertical lines are drawn on a standard card catalogue, and what are they called?

- a) One, known as the first indention
- b) Two, known as the first and second indentions
- c) Three, known as the first, second, and third indentions
- d) Four, known as the first, second, third, and fourth indentions

Answer: b) Two, known as the first and second indentions

Explanation: There are two vertical lines on the card: the first indention and the second indention.

Q259: What is the purpose of the horizontal line on a card catalogue?

- a) To indicate the second indention
- b) To separate the entry from the description
- c) For writing the heading of the entry
- d) For indicating the third indention

Answer: c) For writing the heading of the entry

Explanation: The horizontal line is used for writing the heading of the entry.

Q260: What is the imaginary line on a card catalogue known as?

- a) First indention
- b) Second indention
- c) Third indention
- d) Fourth indention

Answer: c) Third indention

Explanation: The third indention is an imaginary line on the card catalogue.

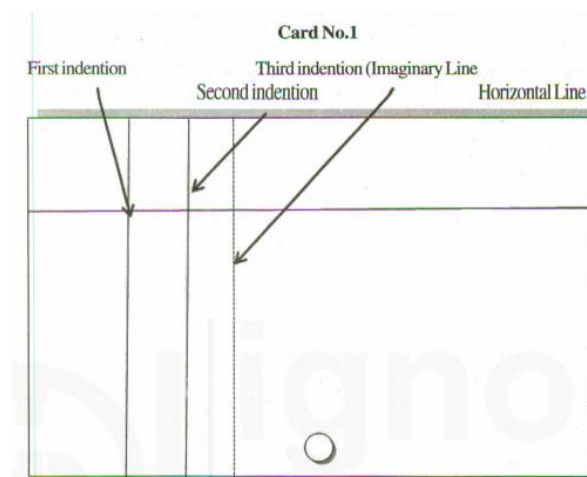
Q261: Which vertical line on a card catalogue is closest to the left margin?

- a) First indention
- b) Second indention
- c) Third indention
- d) Horizontal line

Answer: a) First indention

Explanation: The first vertical line is known as the first indention and is closest to the left margin.

More info



Source: IGNOU BLIE 227 Books

Q262: Who designed the Sears List and in what year?

- a) Joseph Miller, 1994
- b) Minnie Earl Sears, 1923
- c) Joan Goodsell, 2004
- d) Eve Miller, 2014

Answer: b) Minnie Earl Sears, 1923

Explanation: The Sears List was first designed by Minnie Earl Sears in 1923.

Q263: Which company first published the Sears List and who are its current proprietors?

- a) H.W. Wilson Company, now Ebsco
- b) American Library Association, now OCLC
- c) Library of Congress, now Gale
- d) Baker & Taylor, now ProQuest

Answer: a) H.W. Wilson Company, now Ebsco

Explanation: The Sears List was first published by H.W. Wilson Company, and it is now owned by Ebsco.

Q264: What significant change was introduced in the Sears List with the 13th edition (1986)?

- a) Addition of new subjects
- b) Online database creation and de-inversion of headings
- c) Thesaurus format listing
- d) Complete deletion of obsolete subjects

Answer: b) Online database creation and de-inversion of headings

Explanation: The 13th edition marked the introduction of the Sears List as an online database and the de-inversion of headings.

Q265: Which edition of the Sears List completed the de-inversion process of subject headings?

- a) 13th edition (1986)
- b) 15th edition (1994)
- c) 18th edition (2004)
- d) 20th edition (2010)

Answer: b) 15th edition (1994)

Explanation: The 15th edition, edited by Dr. Joseph Miller, completed the de-inversion process.

Q266: What format was introduced in the Sears List with the 15th edition (1994)?

- a) Online database format
- b) Thesaurus format with standard abbreviations
- c) Hierarchical subject listing
- d) Cross-referencing codes

Answer: b) Thesaurus format with standard abbreviations

Explanation: The 15th edition introduced the thesaurus format of listing subject headings using standard thesaural abbreviations.

Q267: Who was the editor of the Sears List for the 18th edition (2004)?

- a) Minnie Earl Sears
- b) Joseph Miller
- c) Joan Goodsell
- d) Eve Miller

Answer: c) Joan Goodsell

Explanation: The 18th edition (2004) was edited by Joseph Miller in association with Ms. Joan Goodsell.

Q268: When did Dr. Joseph Miller retire after editing the Sears List?

- a) December 2012
- b) May 2014
- c) January 2010
- d) August 2004

Answer: a) December 2012

Explanation: Dr. Joseph Miller retired in December 2012 after editing the Sears List from the 15th to the 20th edition.

Q269: Who is the current editor of the Sears List as of the 21st edition (2014)?

- a) Minnie Earl Sears
- b) Joseph Miller
- c) Joan Goodsell
- d) Eve Miller

Answer: d) Eve Miller

Explanation: The current editor of the Sears List is Ms. Eve Miller, who edited the 21st edition in May 2014.

More info:

Event	Description
Initial Design (1923)	Designed by Minnie Earl Sears to provide broader subject headings for small American libraries.
Publisher	Originally published by H.W. Wilson Company, New York (now EBSCO).
Purpose	To offer a more manageable alternative to the Library of Congress Subject Headings (LCSH) for smaller libraries.
13th Edition (1986)	Marked the beginning of orientation towards an online electronic environment, introducing changes to suit OPACs.
15th Edition (1994)	Completed the de-inversion process, with changes like "Library, Public" to "Public library" and "Chemistry, organic" to "Organic chemistry."
Thesaurus Format (15th Edition onwards)	Introduced standard thesaural abbreviations (NT, BT, RT, USE, SA) replacing earlier codes, conforming to ANSI/NISO standards (1993).
18th Edition (2004)	Edited by Joseph Miller and Joan Goodsell, incorporating ongoing updates.
Dr. Joseph Miller's Retirement (2012)	Dr. Miller retired after editing six editions from the 15th (1994) to the 20th (2010).
21st Edition (2014)	Edited by Ms. Eve Miller, marking the latest edition as of May 2014.

Q270: What is the primary philosophy of the 18th edition of the Sears List?

- a) To maintain continuity while accommodating change
- b) To reduce the number of preferred headings
- c) To simplify the language of headings
- d) To eliminate obsolete terms

Answer: a) To maintain continuity while accommodating change

Explanation: The philosophy of the 18th edition is to accommodate change while maintaining continuity.

Q271: Approximately how many new subject headings (SHs) were introduced in the 18th edition of the Sears List?

- a) 200
- b) 500
- c) 1000
- d) 1500

Answer: b) 500

Explanation: The 18th edition introduced about 500 new subject headings.

Q272: What is the approximate total number of preferred headings in the 18th edition of the Sears List?

- a) 5000
- b) 6000
- c) 7000
- d) 8000

Answer: d) 8000

Explanation: The total number of preferred headings in the 18th edition is approximately 8000.

Q273: How are new terms for the Sears List primarily suggested?

- a) By historical research
- b) By the Library of Congress
- c) By working librarians, bibliographic product

vendors, and specialists
d) By government agencies

Answer: c) By working librarians, bibliographic product vendors, and specialists

Explanation: New terms are suggested by working librarians, bibliographic product vendors, and specialists with the H.W. Wilson Company.

Q274: What are the three main principles of vocabulary control as outlined in the document?

- a) Choice of preferred headings, levels of specificity of terms, form and structure of headings
- b) Historical usage, alphabetical order, and frequency of terms
- c) User feedback, term length, and subject relevance
- d) Popularity, linguistic accuracy, and cross-referencing

Answer: a) Choice of preferred headings, levels of specificity of terms, form and structure of headings

Explanation: The principles of vocabulary control are choice of preferred headings, levels of specificity of terms, and form and structure of preferred headings.

Q275: Which principles of cataloging does the Sears List follow?

- a) User-centered design and historical accuracy
- b) Direct and specific entry, common usage, uniformity and consistency
- c) Alphabetical organization and frequency of terms
- d) Subject relevance and term popularity

Answer: b) Direct and specific entry, common usage, uniformity and consistency

Explanation: The Sears List follows principles of direct and specific entry, common usage, and uniformity and consistency.

Q276: What are the principles of the Sears List based on?

- a) International Standard Book Number (ISBN)
- b) Library of Congress Subject Headings (LCSH) with modifications
- c) Dewey Decimal Classification System
- d) Anglo-American Cataloguing Rules (AACR)

Answer: b) Library of Congress Subject Headings (LCSH) with modifications

Explanation: The principles of the Sears List are based on the Library of Congress Subject Headings (LCSH) with certain modifications for small libraries.

Q277: Which cataloging principles were given by C.A. Cutter that are also used in the Sears List?

- a) Analytical entries and standardized abbreviations
- b) Direct and specific entry, common usage, uniformity and consistency
- c) Detailed subject analysis and multi-level indexing
- d) Digital cataloging and online accessibility

Answer: b) Direct and specific entry, common usage, uniformity and consistency

Explanation: The Sears List principles are similar to those given by C.A. Cutter, which include direct and specific entry, common usage, and uniformity and consistency.

Q278: What does 'specific entry' mean in the context of cataloging?

- a) Entering a subject under a broad category
- b) Entering a subject under its most specific heading
- c) Entering a subject under the first available heading
- d) Entering a subject under a general term

Answer: b) Entering a subject under its most specific heading

Explanation: Specific entry means entering a subject under its most specific heading rather than a broader category.

Q279: According to the principle of 'direct entry', how should the term "Ducks" be entered in the catalog?

- a) Water birds—Ducks
- b) Ducks
- c) Birds—Ducks
- d) Water birds

Answer: b) Ducks

Explanation: Direct entry means the specific heading should be used directly, so "Ducks" should be entered as such instead of a more generalized term or subdivision.

Q280: Which term should be used in the Sears List for "Cancer of the lung"?

- a) Cancer—Lungs
- b) Lung cancer
- c) Lungs—Cancer
- d) Cancer—Lung

Answer: b) Lung cancer

Explanation: The specific term "Lung cancer" should be used directly instead of a more generalized or subdivided term.

Q281: What is meant by 'common usage' in the context of subject headings?

- a) Using terms that are technically accurate and scientific
- b) Using terms from popular or everyday language
- c) Using archaic or historical terms
- d) Using terms in a specific regional dialect

Answer: b) Using terms from popular or everyday language

Explanation: Common usage means using terms that are widely understood and used by

laypersons, rather than scientific or technical jargon.

Q282: How does the Sears List handle spelling differences between American and British English?

- a) It uses only American spellings
- b) It uses only British spellings
- c) It uses either spelling based on the library's location
- d) It does not standardize spelling

Answer: c) It uses either spelling based on the library's location

Explanation: The Sears List uses American spellings, but libraries in India should use British spellings according to local practice.

Q283: Which term is preferred by the Sears List over scientific jargon?

- a) Dysphasia instead of Language disorders
- b) Carcinoma instead of Cancer
- c) Renaissance instead of Renascence
- d) Language disorders instead of Dysphasia

Answer: d) Language disorders instead of Dysphasia

Explanation: The Sears List prefers common terms like "Language disorders" over scientific jargon like "Dysphasia."

Q284: What does 'uniformity' mean in the context of using a list of subject headings?

- a) Using headings that can be frequently updated
- b) Consistently using the chosen headings throughout the catalog
- c) Allowing for multiple variations of headings
- d) Using headings that are popular among users

Answer: b) Consistently using the chosen headings throughout the catalog

Explanation: Uniformity means that once a heading is chosen, it should be used consistently and uniformly in the catalog.

Q285: Can the Sears List subject headings be changed over time?

- a) No, once set, they remain unchanged
- b) Yes, old terms can be updated or deleted, and new terms can be added
- c) Only new terms can be added, but old terms cannot be deleted
- d) Only old terms can be updated, but new terms cannot be added

Answer: b) Yes, old terms can be updated or deleted, and new terms can be added

Explanation: The Sears List is not a frozen system; subject headings can be updated, deleted, or added to reflect changes in language and knowledge.

Q286: What is the format of the Sears List of Subject Headings?

- a) A chronological list of subjects
- b) An alphabetical list arranged according to ALA Filing Rules
- c) A hierarchical list of subjects
- d) A list of subjects arranged by publication date

Answer: b) An alphabetical list arranged according to ALA Filing Rules

Explanation: The Sears List is arranged in alphabetical order according to ALA Filing Rules.

Q287: How many parts does the Sears List have in the 18th edition?

- a) Three parts
- b) Two parts
- c) Four parts
- d) One part

Answer: b) Two parts

Explanation: The Sears List is divided into two broad parts: the prefatory and introductory part, and the alphabetical list of subject headings.

Q288: What does the introductory part of the Sears List include?

- a) A detailed list of all subject headings
- b) Instructions for using the List and dividing or coining new subject headings
- c) A glossary of terms
- d) A bibliography of reference books

Answer: b) Instructions for using the List and dividing or coining new subject headings

Explanation: The introductory part serves as an operational manual for using the list and includes instructions for dividing and coining new subject headings.

Q289: How are non-preferred headings presented in the Sears List?

- a) In bold type face
- b) In italics
- c) In light type face with instructions to use a preferred heading
- d) In uppercase

Answer: c) In light type face with instructions to use a preferred heading

Explanation: Non-preferred headings are presented in light type face with instructions to use the preferred heading.

Q290: What is an example of a non-preferred heading and its preferred heading in the Sears List?

- a) Cyclopedias—USE Encyclopedias and dictionaries
- b) Marketing—USE Sales
- c) Earth—USE Geology
- d) Insurance, Group—USE Health Insurance

Answer: a) Cyclopedias—USE Encyclopedias and dictionaries

Explanation: The term "Cyclopedias" is a non-preferred heading and the preferred heading is "Encyclopedias and dictionaries."

Q291: What information is included with preferred headings in the Sears List?

- a) Only the subject heading
- b) The subject heading, DDC class number(s), scope or definitional note, and instructions for further subdivision
- c) The publication details of the List
- d) A list of non-preferred headings

Answer: b) The subject heading, DDC class number(s), scope or definitional note, and instructions for further subdivision

Explanation: Preferred headings include detailed information such as the DDC class number(s), scope or definitional note, and instructions for further subdivision.

Q292: What is the primary purpose of the Sears List of Subject Headings?

- a) To provide a detailed history of library science
- b) To offer a list of subject headings for small and medium-sized libraries
- c) To catalog books in chronological order
- d) To list bibliographic references for librarians

Answer: b) To offer a list of subject headings for small and medium-sized libraries

Explanation: The Sears List provides subject headings for use in small and medium-sized libraries.

Q293: What does the term "Marketing" in the Sears List entry include?

- a) Only grocery shopping
- b) The principles and methods involved in the transfer of merchandise from producer to consumer
- c) Only consumer behavior
- d) The economics of marketing

Answer: b) The principles and methods involved in the transfer of merchandise from producer to consumer

Explanation: The entry for "Marketing" covers the principles and methods involved in the transfer of merchandise from producer to consumer.

Q294: Who developed the KWIC (Keyword-in-Context) indexing system?

- a) H.P. Luhn
- b) Claude Shannon
- c) Vannevar Bush
- d) Paul Otlet

Answer: a) H.P. Luhn

Explanation: H.P. Luhn of IBM developed the KWIC indexing system, presented at the International Conference of Scientific Information in 1958.

Q295: What is the primary feature of the KWIC indexing system?

- a) Keywords are listed separately with no context
- b) Each significant term in the title is rotated to the beginning, maintaining the context
- c) Keywords are augmented with additional terms from the abstract
- d) Keywords are indexed with no regard to their context

Answer: b) Each significant term in the title is rotated to the beginning, maintaining the context

Explanation: KWIC indexes each significant term from the title by rotating it to the beginning and keeping the remaining part of the title intact to maintain context.

Q296: How does KWOC (Key-Word Out-of-Context) differ from KWIC?

- a) KWOC uses rotated keywords while KWIC uses the title in context
- b) KWOC prints each keyword separately in the margin with the full title for context

- c) KWOC includes additional keywords from the document abstract
- d) KWOC provides only a brief summary of the document

Answer: b) KWOC prints each keyword separately in the margin with the full title for context

Explanation: KWOC lists each keyword separately in the margin with the complete title to provide full context, unlike KWIC, which rotates significant terms.

Q297: What does KWAC (Key-Word Augmented-in-Context) add to the KWIC system?

- a) Keywords are only taken from the document's title
- b) Additional keywords are taken from the abstract or contents to enhance the index
- c) The system removes all context from keywords
- d) Only keywords from the bibliography are included

Answer: b) Additional keywords are taken from the abstract or contents to enhance the index

Explanation: KWAC enhances KWIC by including additional keywords from the abstract or content of the document to improve retrieval accuracy.

Q298: In KWOC indexing, how is the document identified?

- a) By the title alone
- b) By a unique identification number written on the right
- c) By the author's name
- d) By the publication date

Answer: b) By a unique identification number written on the right

Explanation: In KWOC, each keyword entry includes a unique identification number for the document written on the right.

Q299: What problem does KWAC address compared to KWIC?

- a) It simplifies the indexing of keywords
- b) It improves the retrieval of relevant documents when titles do not fully represent content
- c) It eliminates the need for keywords
- d) It reduces the number of keywords used

Answer: b) It improves the retrieval of relevant documents when titles do not fully represent content

Explanation: KWAC improves document retrieval by adding keywords from the abstract or document content, addressing the issue of titles not fully representing the document's content.

Q300: How does the CBAC (Chemical Biological Activities) index utilize KWAC?

- a) By providing only titles of documents
- b) By using additional title-like phrases formulated by the indexer
- c) By listing keywords without context
- d) By using only the keywords from the document's title

Answer: b) By using additional title-like phrases formulated by the indexer

Explanation: The CBAC uses KWAC with additional title-like phrases formulated by the indexer to enhance indexing and retrieval.

Q301: What does KWWC (Key-Word-With-Context) indexing focus on?

- a) Listing all keywords in a title in alphabetical order
- b) Using only a relevant part of the title related to the keyword, often adding secondary aspects for clarity
- c) Indexing only keywords without any context

d) Listing keywords with a summary of the document

Answer: b) Using only a relevant part of the title related to the keyword, often adding secondary aspects for clarity

Explanation: KWWC focuses on indexing a relevant part of the title related to the keyword and may include secondary aspects for better clarity.

Q302: How does KWWC differ from KWIC in its approach?

- a) KWIC uses only keywords, while KWWC includes the full title
- b) KWWC includes relevant parts of the title related to the keyword, whereas KWIC rotates the significant terms of the full title
- c) KWIC uses additional keywords from the document abstract, while KWWC does not
- d) KWIC is used only for scientific documents, while KWWC is used for all types

Answer: b) KWWC includes relevant parts of the title related to the keyword, whereas KWIC rotates the significant terms of the full title

Explanation: KWWC indexes only the relevant part of the title related to the keyword, while KWIC rotates significant terms from the full title.

Q303: What does KEYTALPHA (Key-Term Alphabetical) indexing involve?

- a) Indexing complete titles in alphabetical order
- b) Listing only keywords from the title in alphabetical order without forming sentences
- c) Using keywords and their definitions in alphabetical order
- d) Including full abstracts and titles in the index

Answer: b) Listing only keywords from the title in alphabetical order without forming sentences

Explanation: KEYTALPHA lists only keywords from the title in alphabetical order, without forming complete sentences.

Q304: How is KEYTALPHA indexing structured?

- a) Keywords are listed by their frequency in the document
- b) Keywords are permuted and listed side by side in various combinations
- c) Keywords are listed with full document summaries
- d) Keywords are arranged by the publication date

Answer: b) Keywords are permuted and listed side by side in various combinations

Explanation: In KEYTALPHA, keywords are permuted and listed side by side in various combinations, rather than forming complete sentences.

Q305: What is the primary feature of WADEX (Word and Author Index)?

- a) It indexes only author names without subject terms
- b) It includes both significant subject terms and author names, arranged alphabetically
- c) It uses KWIC indexing with additional document summaries
- d) It lists only keywords with their definitions

Answer: b) It includes both significant subject terms and author names, arranged alphabetically

Explanation: WADEX includes both significant subject terms and author names, providing an improved indexing system for both subjects and authors.

Q306: How does WADEX differ from KWIC in its indexing approach?

- a) WADEX uses only author names, while KWIC uses subject terms
- b) WADEX includes author names and significant subject terms, while KWIC focuses solely on subject terms

- c) WADEX provides a detailed abstract for each keyword, while KWIC does not
 d) WADEX arranges keywords in alphabetical order, while KWIC rotates them

Answer: b) WADEX includes author names and significant subject terms, while KWIC focuses solely on subject terms

Explanation: WADEX includes both author names and significant subject terms, whereas KWIC focuses primarily on subject terms by rotating significant terms from the title.

Q307: What does AKWIC (Author and Keyword in Context) index?

- a) Only author names
 b) Keywords and author names in context
 c) Only keywords from the abstract
 d) Keywords and their definitions

Answer: b) Keywords and author names in context

Explanation: AKWIC indexes both author names and keywords in context, providing a comprehensive view of the document's indexing.

Q308: For the document titled "Selected Water Resources Index for Wisconsin," how would AKWIC index entries be structured?

- a) By listing only the title
 b) By listing keywords and corporate authors, with full title details
 c) By indexing only significant terms without author names
 d) By using the document's publication date for indexing

Answer: b) By listing keywords and corporate authors, with full title details

Explanation: AKWIC would index the document by listing both keywords and corporate authors along with full title details, providing comprehensive indexing.

Q309: What is the primary feature of DKWIC (Double KWIC) indexing?

- a) Using full titles without rotation
 b) Rotating both keywords and remaining words, with specific search for two-word combinations
 c) Listing only keywords without context
 d) Using only author names for indexing

Answer: b) Rotating both keywords and remaining words, with specific search for two-word combinations

Explanation: DKWIC indexes both keywords and remaining words, allowing for specific searches for two-word combinations.

Q310: How does DKWIC improve upon the standard KWIC index?

- a) By using full abstracts for indexing
 b) By rotating keywords and remaining words together in a wrap-around format
 c) By listing keywords and their definitions
 d) By only focusing on author names

Answer: b) By rotating keywords and remaining words together in a wrap-around format

Explanation: DKWIC improves upon KWIC by rotating both keywords and remaining words together, enabling specific searches for two-word combinations.

Q311: In a DKWIC index, how would the title "The computer analysis of weather forecast" be indexed?

- a) COMPUTER - Analysis of weather forecast - The* 36
 b) Weather forecast – The* analysis of weather 36
 c) The* computer analysis of weather forecast 36
 d) All of the above

Answer: d) All of the above

Explanation: The DKWIC index would include all variations such as COMPUTER - Analysis of weather forecast - The*, Weather forecast – The*

analysis of weather, and others, allowing for specific two-word searches.

Q312: What is the main functionality of KLIC (Key-Letter-In-Context) indexing?

- a) Indexing using full document titles
- b) Truncating words at specific fragments for flexible searching
- c) Indexing only keywords without context
- d) Using complete abstracts for indexing

Answer: b) Truncating words at specific fragments for flexible searching

Explanation: KLIC allows truncation of words at specific fragments, enabling flexible searching for terms containing those fragments.

Q313: How does KLIC indexing handle word truncation?

- a) By listing only whole words
- b) By truncating words at the beginning or end and capturing any term containing the fragment
- c) By using full titles without truncation
- d) By indexing only keywords without truncation

Answer: b) By truncating words at the beginning or end and capturing any term containing the fragment

Explanation: KLIC handles word truncation by allowing terms to be truncated at the beginning or end, capturing any term that includes the specified fragment.

Q314: What type of index did The Chemical Society (London) publish as a guide to truncation?

- a) KWIC
- b) DKWIC
- c) KLIC
- d) WADEX

Answer: c) KLIC

Explanation: The Chemical Society (London) published a KLIC index as a guide to truncation, indicating how word fragments are captured.

Q315: What are the primary features of DKWIC indexes compared to KWIC and KWOC?

- a) They do not rotate terms
- b) They combine keyword and wrap-around rotations and support two-word searches
- c) They focus only on keyword definitions
- d) They use full document abstracts for indexing

Answer: b) They combine keyword and wrap-around rotations and support two-word searches

Explanation: DKWIC combines keyword and wrap-around rotations, allowing for more specific searches, including two-word combinations, compared to KWIC and KWOC.

More info:

Here is a summary of the key points on the history and challenges of subject cataloguing:

Event	Description
C.A. Cutter (1837-1903)	Provided systematic guidelines for subject cataloguing in his work <i>Rules for a Dictionary Catalog</i> (1876, 3rd ed. 1903).
Julius Otto Kaiser (1868-1927)	Formulated basic rules for subject indexing, contributing to the development of cataloguing practices.
Standardised Lists	Several lists were prepared to bring uniformity in subject cataloguing, including:
ALA List of Subject Headings	Developed to standardize subject headings for libraries.

Library of Congress Subject Headings (LCSH)	A comprehensive list used by large and research libraries for subject cataloguing.
Sears List of Subject Headings (SLSH) (1923)	Introduced as a simpler alternative to LCSH, still popular among smaller libraries.
Challenges in Subject Cataloguing	No authoritative and consensual rules have been established for subject cataloguing, leading to:
	- A lack of uniformity and consistency.
	- Cataloguing remains a highly intellectual task with significant uncertainties.
J. Mills (1992)	Observed that the failure to develop a consistent theory of alphabetical subject cataloguing is a notable feature in its history.
Current Practice	Subject cataloguing remains a work of skill and intelligence, with many librarians struggling due to a lack of expertise.

Q316: Who first provided systematic guidelines for subject cataloguing in his work "Rules for a Dictionary Catalog"?

- a) Julius Otto Kaiser
- b) Minnie Earl Sears
- c) C.A. Cutter
- d) J. Mills

Answer: c) C.A. Cutter

Explanation: C.A. Cutter is known for his systematic guidelines in "Rules for a Dictionary Catalog."

Q317: Which of the following lists was developed in 1923 and is still popular for subject cataloguing?

- a) ALA List of Subject Headings
- b) Library of Congress Subject Headings (LCSH)
- c) Sears List of Subject Headings (SLSH)
- d) Dewey Decimal Classification

Answer: c) Sears List of Subject Headings (SLSH)

Explanation: The Sears List of Subject Headings (SLSH) was developed in 1923 and remains popular.

Q318: According to J. Mills (1992), what is a notable feature in the history of cataloguing?

- a) The development of a universal cataloguing standard
- b) The failure to develop a consistent and coherent theory of alphabetical subject cataloguing
- c) The success of AACR 2 in standardizing cataloguing
- d) The uniformity and consistency achieved in cataloguing

Answer: b) The failure to develop a consistent and coherent theory of alphabetical subject cataloguing

Explanation: J. Mills highlights the failure to develop a consistent theory of alphabetical subject cataloguing as a notable feature in its history.

Q319: What is one of the challenges in subject cataloguing mentioned in the text?

- a) The abundance of standardized rules
- b) The lack of authoritative and consensual rules
- c) The ease of designing subject catalogues
- d) The uniformity of subject headings

Answer: b) The lack of authoritative and consensual rules

Explanation: The text mentions the lack of authoritative and consensual rules as a challenge in subject cataloguing.

Q320: Which work is noted for its concrete and unambiguous rules similar to those in AACR 2?

- a) Library of Congress Subject Headings (LCSH)
- b) ALA List of Subject Headings
- c) Sears List of Subject Headings (SLSH)
- d) Rules for a Dictionary Catalog

Answer: d) Rules for a Dictionary Catalog

Explanation: The "Rules for a Dictionary Catalog" by C.A. Cutter is noted for its concrete and unambiguous rules.

Q321: What did pioneers like Julius Otto Kaiser contribute to subject cataloguing?

- a) Development of AACR 2
- b) Formulation of basic but simple rules for subject indexing
- c) Creation of the Library of Congress Subject Headings
- d) Development of the Dewey Decimal Classification

Answer: b) Formulation of basic but simple rules for subject indexing

Explanation: Julius Otto Kaiser formulated basic but simple rules for subject indexing.

Q322: What difficulty do many librarians face in designing subject catalogues?

- a) Excessive uniformity
- b) Lack of expertise
- c) Overabundance of standardized lists
- d) Complexity of AACR 2

Answer: b) Lack of expertise

Explanation: Many librarians find it difficult to design subject catalogues due to a lack of expertise.

Q323: Who introduced the Chain Procedure for deriving subject headings in library catalogues?

- a) Julius Otto Kaiser
- b) C.A. Cutter
- c) Ranganathan
- d) Minnie Earl Sears

Answer: c) Ranganathan

Explanation: Ranganathan introduced the Chain Procedure in his "Theory of Library Catalogue" (1938).

Q324: What does the Chain Procedure eliminate in subject heading assignment?

- a) The need for hierarchical class numbers
- b) The permutation of components of a heading in cyclic methods
- c) The use of natural language
- d) The requirement for manual classification

Answer: b) The permutation of components of a heading in cyclic methods

Explanation: The Chain Procedure eliminates the need for the endless permutation of components in cyclic methods.

Q325: According to Ranganathan, what is one of the key advantages of the Chain Procedure?

- a) Its complexity
- b) Its economic and mechanical efficiency
- c) Its reliance on manual methods
- d) Its limited use

Answer: b) Its economic and mechanical efficiency

Explanation: Ranganathan highlights the economic and mechanical efficiency of the Chain Procedure.

Q326: What do hierarchical class numbers consist of in the Chain Indexing method?

- a) Single symbols
- b) Linked digits
- c) Subject headings
- d) Abstracts and summaries

Answer: b) Linked digits

Explanation: Hierarchical class numbers in Chain Indexing consist of linked digits.

Q327: How does Chain Indexing process the digits of a class number?

- a) From specific to general
- b) From general to specific
- c) Randomly
- d) By alphabetical order

Answer: b) From general to specific

Explanation: Chain Indexing processes the digits from general to specific, in the PMEST order.

Q328: What is each step in the unravelling of a chain in Chain Indexing called?

- a) Link
- b) Node
- c) Digit
- d) Term

Answer: a) Link

Explanation: Each step in the unravelling of the chain is called a Link.

Q329: In the Chain Indexing method, what is the last link of the chain derived from?

- a) The first digit of the class number
- b) The first two digits of the class number
- c) The full class number
- d) The general subject heading

Answer: c) The full class number

Explanation: The Last Link in Chain Indexing is derived from the full class number.

Q330: How many links are there in a chain if a class number has five digits?

- a) Five
- b) Four

- c) Six
- d) Three

Answer: a) Five

Explanation: There are as many links in the chain as the number of digits in the class number.

More info:

Here's a summary of the concepts related to links in classification systems:

Term	Description
False Link	A link originating from a non-semantic digit (an indicator digit, punctuation mark, or zero). It does not represent a subject but indicates the type of facet. Examples include:
	- Statutory filler zeroes in DDC to ensure a minimum of three digits.
	- The dot after the third digit in DDC.
	- Ranganathan's designation of the Time Facet as a False Link.
Unsought Link	A heading on which there is no published material, or it is unlikely that users will look for material on that subject. Its definition varies based on:
	- Library users' interests and needs.
	- The level and kind of services provided by the library.
	To determine if a link is Unsought, ask: "Is any library user likely to ask for material on this topic?" If not, it might be an Unsought Heading.
Sought Link	A link that is neither False nor Unsought. A library user is likely to request material on this subject. It includes:

	- The first link in a chain.
	- The last link, if it does not end with a Time Facet.
	Each Sought Heading generates one Class Index Entry. The number of class index entries depends on the number of sought headings in the chain.
Upper Link	A link other than the last link, which is relative and can be either broader or narrower. For example:
	- For Class Number 954 (History of India), 950 (Asia, History) is an Upper Link.
	- For Class Number 950 (Asia, History), 900 (History) is an Upper Link.
Lower Link	A link immediately following its Upper Link. For example:
	- For Class Number 954 (History of India), 950 (Asia, History) is a Lower Link.
	- For Class Number 950 (Asia, History), 954 (History of India) is an Upper Link.
Missing Link	A bypassed link that occurs in an un-modulated chain, resulting in an invisible link without its rightful upper link.

- **Upper and Lower Links** indicate hierarchical relationships within the classification system.
- **Missing Links** refer to gaps in the classification chain where a link is absent.

Q331: What was the primary purpose of developing the Chain Indexing method?

- To prepare alphabetical subject entries for a dictionary catalogue
- To prepare class index entries for a classified catalogue
- To synthesize class numbers from raw titles
- To replace traditional cataloguing methods

Answer: b) To prepare class index entries for a classified catalogue

Explanation: Chain Indexing was devised to prepare class index entries for a classified catalogue.

Q332: According to Professor G. Bhattacharyya, how many steps are involved in deriving subject headings from a class number using Chain Indexing?

- Seven
- Nine
- Eleven
- Thirteen

Answer: c) Eleven

Explanation: Professor G. Bhattacharyya identified eleven steps in deriving subject headings from a class number using Chain Indexing.

Q333: Which classification system was initially used with Chain Indexing when it was first published?

- DDC
- LCSH

More info

Key Points:

- **False Links** do not represent subjects but serve as indicators for facets or formatting.
- **Unsought Links** are those unlikely to be of interest to users and are defined based on local library needs.
- **Sought Links** are of interest to users and are used to generate Class Index Entries.

- c) CC
- d) Sears List

Answer: c) CC

Explanation: Chain Indexing was initially designed for the CC (Colon Classification) system when it was first published.

Q334: What is the main challenge of using DDC for Chain Indexing?

- a) Its alphabetical nature
- b) Its hierarchical structure
- c) Its cognitive and structural defects
- d) Its lack of standardization

Answer: c) Its cognitive and structural defects

Explanation: The DDC has cognitive and structural defects that make it challenging to use with Chain Indexing.

Q335: In the Chain Indexing method using DDC, what does the First Link represent?

- a) The last digit of the class number
- b) The class number digit(s) on the right
- c) The first digit of the class number, providing anchoring context
- d) The verbal heading from the schedules

Answer: c) The first digit of the class number, providing anchoring context

Explanation: The First Link is made from the first digit of the class number, providing anchoring context for the headings.

Q336: How should the links be arranged when using Chain Indexing?

- a) Horizontally across a single row
- b) In two columns, with class number digit(s) on the left and corresponding verbal heading

- on the right
- c) Randomly, with no specific order
- d) By combining all links into a single entry

Answer: b) In two columns, with class number digit(s) on the left and corresponding verbal heading on the right

Explanation: Links should be arranged in two columns with the class number digit(s) on the left and the verbal heading on the right.

Q337: What should be done if a heading is missing from the chain index?

- a) Skip it and move to the next heading
- b) Supply the heading for the missing link
- c) Delete all related entries
- d) Add a new class number

Answer: b) Supply the heading for the missing link

Explanation: If a heading is missing, it should be supplied to complete the chain.

Q338: How should Sought Headings be arranged after completing the chain index?

- a) Alphabetically
- b) In the order of their appearance in the chain
- c) From general to specific
- d) From specific to general

Answer: d) From specific to general

Explanation: Sought Headings should be arranged from specific to general after completing the chain index.

Q339: What can be done to tidy up Sought Headings during the indexing process?

- a) Add more headings for clarity
- b) Remove unnecessary terms and use axiomatic phrases if available

- c) Reorganize headings alphabetically
- d) Use only the first and last terms of each heading

Answer: b) Remove unnecessary terms and use axiomatic phrases if available

Explanation: Sought Headings can be edited by removing unnecessary terms and using axiomatic phrases if available to make them brief and cryptic.

Q340: During which decades did Chain Indexing gain significant popularity?

- a) 1920s and 1930s
- b) 1940s and 1950s
- c) 1950s and 1960s
- d) 1970s and 1980s

Answer: c) 1950s and 1960s

Explanation: Chain Indexing became very popular and was lauded during the 1950s and 1960s.

Q341: Who were some of the key figures that popularized Chain Indexing in Great Britain?

- a) J. Mills and C.A. Cutter
- b) B I Palmer, A J Wells, Eric J Coates, and D.W. Langridge
- c) H.P. Luhn and Kent
- d) Derik Austin and Minnie Earl Sears

Answer: b) B I Palmer, A J Wells, Eric J Coates, and D.W. Langridge

Explanation: B I Palmer, A J Wells, Eric J Coates, and D.W. Langridge were key figures who popularized Chain Indexing in Great Britain.

Q342: For how long was Chain Indexing used by the British National Bibliography (BNB) before being replaced?

- a) About one decade
- b) About two decades

- c) About three decades
- d) About four decades

Answer: b) About two decades

Explanation: Chain Indexing was used by the BNB for about two decades before being replaced.

Q343: What indexing system replaced Chain Indexing at the British National Bibliography in the early 1970s?

- a) KWIC
- b) KWOC
- c) PRECIS
- d) KWAC

Answer: c) PRECIS

Explanation: Chain Indexing was replaced by PRECIS, designed by Derik Austin, for the BNB in the early 1970s.

Q344: Who designed the PRECIS indexing system that replaced Chain Indexing?

- a) H.P. Luhn
- b) C.A. Cutter
- c) Derik Austin
- d) Julius Otto Kaiser

Answer: c) Derik Austin

Explanation: Derik Austin designed the PRECIS indexing system that replaced Chain Indexing.

Q345: What was one of the reasons for replacing Chain Indexing with PRECIS at the BNB?

- a) To improve alphabetical indexing
- b) To suit the computerized production
- c) To enhance manual indexing
- d) To reduce indexing time

Answer: b) To suit the computerized production

Explanation: PRECIS was designed to suit the computerized production of the BNB, leading to the replacement of Chain Indexing.

Q346: Which of the following is true about the advantages of Chain Indexing?

- a) It was designed for digital environments from the start.
- b) It provided a mechanical and economical method for deriving subject headings.
- c) It was primarily used for dictionary catalogues.
- d) It focused on random arrangement of terms.

Answer: b) It provided a mechanical and economical method for deriving subject headings.

Explanation: Chain Indexing was valued for its mechanical and economical method of deriving subject headings.